

University Avenue Improvements and ARTWalk 2 Enhancements Project  
*Summary of Project Meetings held to date, as of March 24, 2011*  
City Project #08101 PIN 4754.18

Meeting Date	Meeting	PowerPoint Presentation	Summary
September 13, 14, 16, 2007	Individual Stakeholder Meetings and ARTWalk Alive	No	Individual meetings were held with various project stakeholders to gain insight into any concerns or issues in the proposed project corridor. The meetings were held on Sept. 13 and 14 at each of the stakeholders businesses. Also, the design team attended the ARTWalk Alive event on Sept. 16 <sup>th</sup> from 12-4 pm where they manned an ARTWalk 2 booth and listened to comments from the Public on ARTWalk 2.
September 26, 2007	ARTWalk Organization	No	This meeting was held in order to brief the ARTWalk organization on the progress to date and prepare the review what will be presented the upcoming Advisory Task Force Meeting on October 4 <sup>th</sup> . The attendees were given a working concept plan to review and comment. The plan illustrated the thoughts and ideas from the individual stakeholder meetings on September 13 and 14 <sup>th</sup> .
October 4, 2007	Advisory Task Force Meeting #1	Yes	This was the first Advisory Task Force meeting for the project. The focus of this meeting was to determine what issues or concerns there may be with the roadway. Bergmann provided a detailed schedule and task force members list for all to review/comment on.
October 12, 2007	SHPO Coordination Meeting	No	This meeting was held with SHPO reps. to determine what issues or concerns there may be with State Historic Preservation Office (SHPO) concerning, removing the Memorial Art Gallery (MAG) fence as part of the project.
October 23-24, 2007	SHPO Coordination Meetings	No	These meetings were held to discuss the University Avenue and ARTWalk 2 improvements with the representatives from the State Historic Preservation Office (SHPO). One meeting was held at the City Hall on Oct. 23, 2007 at 2:00pm and a field visit was conducted on Oct. 24, 2007 at 8:30 am at the project site on University Avenue.
November , 2007	RMSC presentation	Yes	This meeting was held to coordinate proposed roadway improvements and review the ARTWalk 2 concepts with the RMSC.
November 14, 2007	Neighborhood Meeting No. 1	Yes	This meeting was held to inform the public of the proposed roadway improvements and review the ARTWalk 2 concepts. The attendees were given an agenda and a handout which illustrated the thoughts and ideas for ARTWalk 2 and University Avenue roadway improvements.

University Avenue Improvements and ARTWalk 2 Enhancements Project  
*Summary of Project Meetings held to date, as of March 24, 2011*  
City Project #08101 PIN 4754.18

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November 14, 2007	Advisory Task Force Meeting No. 2	Yes	This meeting was held to brief the Advisory Task Force Members on the proposed roadway improvements and review the ARTWalk 2 concepts in greater detail. The attendees were given a feedback response form and a working concept plan which illustrated the thoughts and ideas from individual stakeholder meetings and the ARTWalk organization.
November 15, 2007 November 20, 2007	Project Coordination Meeting (City)	No	This meeting was held to discuss the comments received at the recent Advisory Task Force and Public Meetings as well as to determine the next steps in the project planning and design process.
January 8, 2008	ARTWalk Board of Trustees	Yes	We updated the trustees on the project, including the legislative event, the public outreach mechanism (called then the historian's summit, later changed to Rochester Stories), the fundraising challenge. The board endorsed the whole approach, there were no concerns expressed then or later.
January 8-9, 2008	Design Charrette	Yes	A design charrette was held in collaboration with Bergmann Associate, City of Rochester, Memorial Art Gallery, and Mark Bayer Associates to solicit feedback from the Community members, stakeholders, and representatives from various organizations. Invitees were engaged to discuss the purpose, goals and function of the welcome plaza located on the northwest corner of the intersection of University Avenue and North Goodman Street. The group agreed on the following: 1) Goal is to create a major cultural asset for community; 2) Success depends on collaboration; 3) MAG must remain in control of the vision; 4) The plaza will be anchor/hub for NOTA & ARTWalk II; 5) The plaza will be an artwork, shaped by artists; 6) The intersection icon is an extension of this plaza; 7) Plaza will be rooted in sense of place; 8) Will engage the community in both creation & functioning.
January 24, 2008	Legislative Meeting	Yes	This meeting was held with local legislators to review the ARTWalk 2 concepts and held identify potential funding sources. The attendees were given a concept plan which illustrated the conceptual thoughts and approx. costs that have been developed thus far in the project.
Feb. 6, 2009	Project Coord. mtg.	No	City, Bergmann, ARTWalk, William Cochran met to discuss proposed design, use of RFQ's vs RFP's, project funding etc.
February 13, 2008	Project Coordination Meeting (County)	No	This meeting was held to review the County's comments to the project, and to discuss proposed design features.

University Avenue Improvements and ARTWalk 2 Enhancements Project  
*Summary of Project Meetings held to date, as of March 24, 2011*  
City Project #08101 PIN 4754.18

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February 19, 2008	Advisory Task Force Meeting No. 3	Yes	This meeting was held to brief the Advisory Task Force Members on the proposed roadway improvements and review the ARTWalk 2 concepts in greater detail. The attendees were given a concept plan which illustrated the conceptual thoughts and ideas that have been thus far in the project. A large scale color plan of the proposed street improvements was also displayed.
February 19, 2008	Mayor and Staff by design team (including ARTWalk)	Yes	Update on ARTWalk 2 and request for funding assistance.
March 10, 2008	SHPO Coordination Meeting	No	This meeting was held to discuss SHPO's comments to the eligibility submission for the University Avenue and ARTWalk 2 Improvements.
April 16, 2008	ARTWalk Organization Coordination Meeting	Yes	This meeting was held with the ARTWalk 2 committee members to discuss and review the project and to develop a plan to identify funding options and opportunities.
May , 2008	University of Roch. (MAG)	Yes	This meeting was held to review the ARTWalk 2 design concepts with the MAG. The attendees were provided a graphic which illustrated the conceptual thoughts and ideas for ARTWalk 2 and University Avenue roadway improvements.
May 6 , 2008	Rochester Stories	Yes	The residents and business members from the NOTA and across the City were invited to tell stories about Rochester's rich history. The information that was gathered was documented for future use by artists on ARTWalk 2.
May 8, 2008	Rochester Business Alliance (Including ARTWalk)	Yes	Update on ARTWalk 2 and request for funding assistance.
May 8, 2008	CEO Dinner at MAG	Yes	Update on ARTWalk 2 and request for funding assistance.
May 8, 2008	Community Foundation (including ARTWalk)	Yes	Update on ARTWalk 2 and request for funding assistance.

University Avenue Improvements and ARTWalk 2 Enhancements Project  
*Summary of Project Meetings held to date, as of March 24, 2011*  
City Project #08101 PIN 4754.18

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May 7, 2008	Neighborhood Meeting No. 2	Yes	This meeting was held to inform the public of the proposed roadway improvements and review the ARTWalk 2 design concepts. The attendees were given an agenda and a handout which illustrated the thoughts and ideas for ARTWalk 2 and University Avenue roadway improvements.
June 18 , 2008	RMSC presentation	Yes	This meeting was held to coordinate proposed roadway improvements and review the ARTWalk 2 concepts with the RMSC.
November 12, 2008	NAIOP Local Chapter	Yes	Presentation to the local chapter trade association for developers, owners, and investors.
June, 2008 to Jan, 2009	MAG & Landmark Society coordination meetings	No	Several meetings were held to determine the disposition of the MAG fence and to coordinate the MAG frontage redevelopment.
January 6, 2009	Steering Committee Meeting	No	<ol style="list-style-type: none"> <li>1. Steering Committee Members should include representatives from:</li> <li>2. Roles of steering committee</li> <li>3. NOTA Stakeholder Group is new name for group that was previously called the Advisory Task Force and Community Based Planning Group.</li> <li>4. Roles of NOTA Stakeholder Group</li> <li>5. ARTWalk will prepare letter identifying the new chairpersons for ARTWalk 2 and new leadership for the ARTWalk organization. Letter will be sent to the Mayor with copies to Elaine Spall, Councilman Pritcher, Sarah Lentini, Chris Zeltman, Gary Stern.</li> <li>6. Jan 21, 2009 at 8:00 am at MAG will be next NOTA Stakeholder meeting.</li> </ol>
January 13, 2009	Steering Committee Meeting	No	<ol style="list-style-type: none"> <li>1. Roles of steering committee was reviewed</li> <li>2. Roles of NOTA Stakeholder Group</li> <li>3. Steering Committee Members list was reviewed.</li> <li>4. NOTA stakeholder list, invitation and agenda for Jan. 21, 2009 stakeholder meeting was reviewed.</li> <li>5. Thomas W. called Sarah Lentini to explain the reorganization of ARTWalk. McKensie K, Paul K, Thomas W. and Helen will go meet with Sarah the week of Jan. 19<sup>th</sup>.</li> <li>6. Next mtg. should decide if the Rochester Comm. Found. and Rochester Bus. Assoc. should be included as NOTA stakeholder members.</li> </ol>

University Avenue Improvements and ARTWalk 2 Enhancements Project  
*Summary of Project Meetings held to date, as of March 24, 2011*  
City Project #08101 PIN 4754.18

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January 19, 2009	Steering Committee Meeting	No	<ol style="list-style-type: none"> <li>1. Roles of steering committee was reviewed</li> <li>2. Concern was raised about potentially leaving groups of people out AND overlapping efforts of committee members in reaching people.</li> <li>3. Track attendance at all meeting</li> <li>4. Concern was raised regarding the groups outreach to potential funding organizations</li> <li>5. Agenda for January 21 Stakeholder meeting:</li> <li>6. Artist Selection Methods</li> <li>7. Public Participation Process</li> <li>8. Next mtg. we will address questions and comments regarding both documents distributed at the meeting.</li> </ol>
January 21, 2009	NOTA Stakeholder Meeting No. 1	No	<p>This meeting was held to update the NOTA Stakeholder Group on the proposed roadway improvements and review the ARTWalk 2 concepts. A large-scale color plan of the proposed street improvements was displayed. McKenzie Keenan and Paul Kramer provided a handout (attached) and gave a brief presentation on the ARTWalk organization's strategic framework. Helen Hogan provided a brief overview of SEAC and why the NOTA Stakeholder group was formed. Tom Lichtenthal provided a power point slide show showing the conceptual roadway and ARTWalk 2 concepts, schedule and costs. Marjorie Searl provided an update on the proposed improvements to the Memorial Art Gallery grounds.</p>
February 9, 2009	Steering Committee Meeting	No	<ol style="list-style-type: none"> <li>1. Meeting summary document reviewed</li> <li>2. Reviewed DRAFT Artist Selection Process write-up:</li> <li>3. Discussed the difference between and RFP and RFQ.</li> <li>4. Discussed distribution of the RFQ and RFP's to the public.</li> <li>5. Formal Artist registry was discussed.</li> </ol>
February 17, 2009	Steering Committee Meeting	No	<ol style="list-style-type: none"> <li>1. Reviewed and discussed the revised artist selection method and public participatory process.</li> <li>2. Funding Update (Paul Way)</li> <li>3. ARTWalk 2 Website</li> </ol>

University Avenue Improvements and ARTWalk 2 Enhancements Project  
*Summary of Project Meetings held to date, as of March 24, 2011*  
City Project #08101 PIN 4754.18

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March 2, 2009	Steering Committee Meeting	No	General project review
April 6, 2009	Steering Committee Meeting	No	<ol style="list-style-type: none"> <li>1. TEP funding that was award update</li> <li>2. Reviewed the cost estimate and current plans with the committee.</li> <li>3. Details of TEP funding described</li> <li>4. Schedule was reviewed</li> <li>5. Concern raised and role of the steering committee members to reach out to neighborhood residents emphasized.</li> </ol>
May 21, 2009	Steering Committee Meeting	No	<ol style="list-style-type: none"> <li>1. Reviewed some images of public</li> <li>2. Reviewed media coverage that has occurred to date.</li> <li>3. Public Relations guests from the City of Rochester and Bergmann Associates - discussion on how to address the media.</li> <li>4. Media talking points were distributed and reviewed.</li> <li>5. The website development was discussed.</li> <li>6. Schedule was reviewed.</li> <li>7. TEP Funding was explained and discussed.</li> <li>8. The issue of communication and coordination was raised.</li> </ol>
May 29, 2009	Design Team Meeting	No	Project progress review
June 5, 2009	Design Team Meeting	No	Project progress review
June 9, 2009	Steering Committee Meeting		<ol style="list-style-type: none"> <li>1. Paul Way began the meeting with committee member announcements</li> <li>2. Vince and Patrick review some media tips</li> <li>3. Steering Committee Roles were reviewed</li> <li>4. NOTA Stakeholder Roles were reviewed</li> <li>5. 'Friends of ARTWalk' Meeting scheduled for 6pm was discussed.</li> <li>6. Jury Composition and Nomination Forms were distributed and reviewed.</li> <li>7. The issue of communication and coordination was raised.</li> </ol>
June 12, 2009	Design Team Meeting	No	Project progress review
June 24, 2009	Steering Committee	Yes	This meeting was held to update the NOTA Stakeholder Group on the proposed University Avenue Roadway Improvements and review the ARTWalk 2 concepts. A large-scale color plan of the proposed street improvements was displayed. A project description handout and

University Avenue Improvements and ARTWalk 2 Enhancements Project  
*Summary of Project Meetings held to date, as of March 24, 2011*  
City Project #08101 PIN 4754.18

			comment form (both attached) were distributed. Paul Way opened the meeting and welcomed the group for attending. With the aid of a PowerPoint presentation, Paul introduced the project team, reviewed the meeting agenda, explained the roles and responsibilities of the Steering Committee and NOTA Stakeholder Group, and reviewed the project meetings held to date, which contributed to the development of the current project concept. Tom Lichtenthal reviewed the conceptual roadway plans. Paul Way discussed the preliminary concepts developed by ARTWalk and the community, explaining that the concepts were used to formulate the current design concepts presented. William Cochran elaborated on the concepts for the pedestrian enchantments and potential art installations. Tom Lichtenthal finished the presentation with review of the schedule and budget. The following is a brief summary of the items discussed or decisions reached at this meeting:
June 23, 2009	Public Information	Yes	This meeting was held to inform the public and obtain feedback on the proposed University Avenue Roadway Improvements and review the ARTWalk 2 concepts. Two (2) large-scale color plan of the proposed street improvements were displayed. A project description handout (attached) and comment form were distributed. Paul Way opened the meeting and welcomed the group for attending. With the aid of a PowerPoint presentation, Paul introduced the project team, reviewed the meeting agenda, introduced the design team, explained the roles and responsibilities of the Steering Committee and NOTA Stakeholder Group, and reviewed the project meetings held to date, which contributed to the development of the current project concept. Tom Lichtenthal reviewed the conceptual roadway plans. Paul Way discussed the preliminary concepts developed by ARTWalk and the community, explaining that the concepts were used to formulate the current design concepts presented. William Cochran elaborated on the concepts for the pedestrian enchantments and potential art installations. Paul Way finished the presentation with review of the schedule and budget. The following is a brief summary of the items discussed or decisions reached at this meeting:

University Avenue Improvements and ARTWalk 2 Enhancements Project  
*Summary of Project Meetings held to date, as of March 24, 2011*  
City Project #08101 PIN 4754.18

June 25, 2009	Interactive Workshop #1		This report contains the findings from the ARTWalk 2 Project Interactive Design Workshop held on June 23, 2009, on art types, placement and prioritization. Approximately one hundred participants attended this IDW and, over the course of three hours, they formed three dozen collaborative teams of four to eight participants. this collaborative workshop was designed to gather participant input on art options and priorities for the siting and to compile and synthesize that input into recommendations for the City of Rochester and the project design team.
June 26, 2009	Design Team Meeting	No	Project progress review
July 2, 2009	Design Team Meeting	No	Project progress review
July 10, 2009	Design Team Meeting	No	Project progress review
July 13, 2009	Steering Committee		<ol style="list-style-type: none"> <li>1. Tom L. began the meeting with review of the NOTA Stakeholder meeting and public meeting comments held June 24 and 25</li> <li>2. Tom reviewed the website updates</li> <li>3. First Design Workshop (held June 25) was reviewed</li> <li>4. Tom L. reviewed the revisions to the RFP and RFQ process.</li> <li>5. Revisions to the Roles and Responsibilities of the Design team sub-consultants.</li> <li>6. NYS DOT comments regarding the requirements of the project</li> <li>7. Upcoming meetings were discussed</li> </ol>
July 14, 2009	Interactive Workshop #2		<p>Working groups focused on each of three legs of the ARTWalk 2 sidewalk:</p> <ul style="list-style-type: none"> <li>• North Goodman Street / North from University Avenue to Village Gate</li> <li>• North Goodman Street / South from University Avenue to East Avenue and the Rochester Museum and Science Center (RMSC)</li> <li>• University Avenue from Goodman Street to School of the Arts (SOTA)</li> </ul> <p>Each group answered questions posed by the ARTWalk 2 project design team:</p> <p>What do you want the ARTWalk sidewalk to do for you? or the neighborhood? for Rochester? for the cultural organizations? What kind of experiences do you want someone walking along the ARTWalk</p>



University Avenue Improvements and ARTWalk 2 Enhancements Project  
*Summary of Project Meetings held to date, as of March 24, 2011*  
City Project #08101 PIN 4754.18

			sidewalk to have? How does each leg relate to or express the community and neighborhood? How do the legs related to each other? What in/about the sidewalk draws you along? How does the ARTWalk sidewalk connect the major destinations? How can the sidewalk contribute to the ARTWALK experience?
July 17,2009	Design Team Meeting	No	City, Berg., ARTWalk, William Cochran met for project progress review mtg.
July 23,2009	Design Team Meeting	No	City, Berg., ARTWalk, William Cochran met for project progress review mtg.
July 31,2009	Design Team Meeting	No	City, Berg., ARTWalk, William Cochran met for project progress review mtg.
Aug, 4, 2009	Received Federal Authorization to begin Detailed Design		
August 7,2009	Design Team Meeting	No	City, Berg., ARTWalk, William Cochran met for project progress review mtg.
August 14,2009	Design Team Meeting	No	City, Berg., ARTWalk, William Cochran met for project progress review mtg.
August 18, 2009	Interactive Workshop #3		Interactive Design Workshop 3 brought together 45 participants and facilitators to work on design issues and ideas for three focus areas: The University Avenue and Prince Street Intersection, The University Tower Apartments Corner (Goodman & University), and the North Goodman Corridor to Village Gate "Ribbon Wall." Interested participants were introduced to the Context and Goals of the workshop. The process and schedule were established. Each participant chose a focus area and then was randomly assigned to one of two teams for that area. Six teams were led by eleven facilitators with extensive design charrette experience from the Rochester Area design professional community who had previously attended a two-hour training session that included a site walk-around. Teams worked for 100 minutes, using maps, summaries from the two previous design workshops, and site visits, as well as participants' knowledge of the community and of public art to inform their discussion as they produced written notes and drawings for

University Avenue Improvements and ARTWalk 2 Enhancements Project  
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City Project #08101 PIN 4754.18

			their sites. They were given an open choice of what to do at the sites, with no palette of suggested options. In detailed drawings and written notes, the teams produced a list of general concerns, desires, priorities and recommendations and particular suggestions for the specific sites and the needs and opportunities they presented. Many findings and suggestions emerged, both consistent with and divergent from those arrived at in the initial workshops. These collaborative findings were reported back to the whole group for further comments and questions.
August 17, 2009	Design Team Planning Session	No	Design team reviewed finding from workshops to date and formed preliminary concepts on the design elements that may be included in the final concept. The Design Team Members in attendance were: Paul Way, Tom Lichtenthal, Mark Johns, Sue Steele, William Cochran, Teresa Cochran, Anne Lovely, Dian DiRoberto.
August 18, 2009	Steering Committee	No	<ol style="list-style-type: none"> <li>1. Tom L. began the meeting with review of the project progress to date.</li> <li>2. Tom reviewed project approval</li> <li>3. Tom Reviewed the Jury nomination Forms and Artist Selection Process</li> <li>4. The group reviewed upcoming events and schedule</li> </ol>
August 20, 2009	RMSC Meeting	No	<ol style="list-style-type: none"> <li>1. Paul Way reviewed the workshops held to date and goal of the upcoming workshop which is intended to focus on the Science Museum.</li> <li>2. Kate explained the current projects being explored by the Science Museum</li> <li>3. Goals and design opportunities with the Science Museum's grounds in relationship to the ARTWalk project.</li> </ol>
August 25, 2009	Interactive Workshop #4	No	Report is forth coming.
August 31, 2009	Design Team Meeting	No	City, Berg., ARTWalk, William Cochran met for project progress review mtg.
Sept. 4, 2009	Design Team Meeting	No	City, Berg., ARTWalk, William Cochran met for project progress review mtg.

University Avenue Improvements and ARTWalk 2 Enhancements Project  
*Summary of Project Meetings held to date, as of March 24, 2011*  
City Project #08101 PIN 4754.18

September 10, 2009	NOTA Stakeholder Meeting / Public Meeting	Yes	Two Meetings were held, one with the NOTA Stakeholder Group and one with the Public on the proposed University Avenue Roadway Improvements and review the ARTWalk 2 concepts. Seven (7) presentation boards were on display of the four (4) focus areas (University Ave / Prince Street intersection, University Ave / Goodman Street intersection, Goodman Street from University Ave to The Village Gate, and the RMSC), sidewalk concepts and an overall plan of the project. Mark Bayer from Bayer Associates displayed graphics of the latest concepts for the MAG plaza. A comment sheet was also available for meeting attendees to take. Paul Way opened the meeting and welcomed the group for attending. With the aid of a PowerPoint presentation, Tom Lichtenthal did a brief overview of the 4 focus areas of the project. William Cochran assisted in describing the elements/vision for the focus areas. Tom Lichtenthal finished the presentation, entertained a few questions and invited meeting attendees to visit the stations set up for the focus areas if they had any additional comments, questions or suggestions.
Sept. 11, 2009	Design Team Meeting	No	City, Berg., ARTWalk, William Cochran met for project progress review mtg. Also, discussed Mosaic light pole RFQ.
September 12 & 13, 2009	Clothesline Arts Festival	No	This memo is a brief summary of the Memorial Art Gallery Clothesline Festival, at which the project team hosted a booth on September 12 and 13, 2009. The purpose of the booth was to inform festival attendees and artists of the University Avenue and ARTWalk 2 project. The project team answered questions, explained the concept designs and solicit comments and feedback.
September 17, 2009	Meeting on MAG Art	No	Steve Beauvais (NYSDOT), Margie Searl (MAG) & Paul Way met to confirm that the art being considered for commissioning by the Gallery will satisfy the intent of the Federal TEP application.
September 18, 2009	Design Team Meeting	No	Berg, Artwalk and Studio William Cochran Project progress review mtg.
September, 18, 2009	Tower Apartments	No	Members of the design team (Paul Way, Tom Lichtenthal, Sue Steele, Doug Rice, and Anne Lovely) met with the residents of the Tower Apartments to review the current concept plant for the Tower Apartment Plaza. The residents shared ideas and concerns with the design team.

University Avenue Improvements and ARTWalk 2 Enhancements Project  
*Summary of Project Meetings held to date, as of March 24, 2011*  
City Project #08101 PIN 4754.18

September 24, 2009	Take-Line Meeting	No	Paul Way, Kathy Sheets, Bob Zimmer, Scott Smith & Tom Lichtenthal met to establish easement/ROW lines and discuss schedules for the mapping, appraisals, offers and closings for the Federal-funded ARTWalk2 project
September 24, 2009	ARTWalk	No	Sue Steele and Mark Johns met with Anne Lovely and Doug Rice to review design concepts and cost estimates for the project and RFP's for which ARTWalk is responsible.
September 25, 2009	RMSC	No	Review proposed concept design with RMSC. Kate Bennett expressed concern with specific elements. Bergmann clarified concept elements and agreed to prepare a new concept for internal review prior to 50% plan submission. Project Team members in attendance: Paul Way, Tom Lichtenthal, Sue Steele
September 25, 2009	Design Team Meeting	No	Berg., Artwalk, Studio William Cochran Project progress review mtg.
Week ending September 25, 2009	Tower Apartments	No	Doug Rice and Anne Lovely held a meeting and reviewed the revised design concepts with the residents. The residents provided additional feedback for consideration.
September 29, 2009	ARTWalk/City Meeting	No	Doug Rice, Anne Lovely, Jim McIntosh & Paul Way met to discuss issues related to the project
September 29, 2009	College Avenue Easement Line	No	Tom Lichtenthal met with the property owner of 245 College Avenue to review the feasibility of the proposed design, which included a permanent easement along N Goodman Street. The property owner was not interested and is not willing to participate in the project.
Various dates in September	Doug Rice and Village Gate and Anderson Artist Stakeholders	No	Doug Rice met with the property owner of the Anderson Artist Building (Adam Goldfedder) and Village Gate (Gary Stern) to review the plans for ARTWalk 2 and discuss their concerns and expectations. The concepts developed at these meetings were shared with the design team.
September 30, 2009	Utility/Agency Review Meeting	NO	Tom Lichtenthal and Paul Way ran the initial Utility/Agency review meeting to discuss the scopes and schedules of public and private utility work on the project.
October 1, 2009	ARTWalk	No	Sue Steele and Mark Johns met with Anne Lovely and Doug Rice to review design concepts and cost estimates for the project and RFP's for which ARTWalk is responsible.
October 2, 2009	Design Team Meeting	No	City, Berg., ARTWalk, William Cochran met for project progress review mtg.
October 2, 2009	City Arts Policy	No	Paul Way and Sue Steele provided an overview of the ARTWalk2 project

University Avenue Improvements and ARTWalk 2 Enhancements Project  
 Summary of Project Meetings held to date, as of March 24, 2011  
 City Project #08101 PIN 4754.18

	Committee Meeting		to the City's Arts Policy Committee
October 5, 2009	Steering Committee Meeting	No	<ol style="list-style-type: none"> <li>1. Paul introduced Doug Rice as a design team member as a representative of AW and the Community.</li> <li>2. Tom L. began reviewed progress to date.</li> <li>3. Tom reviewed Concept Plans (focused discussion on areas of significant change)</li> <li>4. Tom Reviewed the Jury nomination Forms</li> <li>5. Tom Reviewed the Artist Selection Process</li> <li>6. Art Cost and Maintenance Responsibility Chart</li> <li>7. Tom opened the meeting for discussion.</li> <li>8. The group reviewed upcoming events</li> </ol>
October 8, 2009	Pre-Proposal Meeting w/ appraisers	No	Kathy Sheets, Bob Zimmer, Tom Lichtenthal & Paul Way met with appraisers to review the scope of the appraisals needed for the project.
October 8, 2009	ARTWalk Mtg.	No	Sue Steele and Doug Rice met to review design concepts for Anderson Arts Building.

October 13, 2009	Village Gate	No	Tom Lichtenthal & Paul Way met with Gary Stern & Susie Fame to review the current concept for the project adjacent to Village Gate. Gary agreed to grant easements to suspend Light Sculpture from his buildings and to maintain the sculpture. The bus shelter and other artistic features to be located on Stern property were also discussed.
October 14, 2009	Street Lighting Meeting	No	Joe Borrelli and Dave Marcotte (Bergmann) met to discuss University Avenue and ARTWalk2 street lighting.
October 16, 2009	ARTWalk Easements	No	Bob Zimmer, Scott Smith & Paul Way met to discuss the easements instruments which will be needed for the project.
October 22, 2009	MAG Easement & Agreement	No	Margie Searl (MAG) , Dana Campbell (Nixon, Peabody) & Paul Way met to review and discuss the maintenance and curatorial responsibilities needing to be incorporated into the City/MAG easement and agreement
October 27, 2009	MAG Easement & Banners	No	Tom Lichtenthal and Sue Steele met with Margie Searle and Patti Giordano to review the MAG's concern with banner size and MAG marketing opportunities within their frontage adjacent to the project.
October 30, 2009	Design Team Meeting	No	City, ARTWalk, Studio William Cochran project progress review mtg.
October 30, 2009	City Arts Policy Committee	No	Paul Way & Scott Smith met with the City Arts Policy Committee to discuss the MAG easement and a recommendation that the City forego all review/approval of art installations on the MAG easements except for a

University Avenue Improvements and ARTWalk 2 Enhancements Project  
Summary of Project Meetings held to date, as of March 24, 2011  
City Project #08101 PIN 4754.18

			public safety/structural stability review. That recommendation was accepted in deference the curatorial capabilities of the Gallery.
October 30, 2009	MAG Design (Bayer, Bergmann, SWC)	No	Bergmann and SWC met with Mark Bayer to review the design for the MAG Grounds and the project schedule.
Nov. 10, 2009	MCDOT review mtg.	No	Mtg. to review MCDOT comments to Pre- ADP plans
Nov 11, 2009	ARTWalk Meeting	No	Meeting with Anne Lovely, Doug Rice, Sue Steele, and Mark Johns to review sidewalk design
Nov. 12, 2009	Village Gate RFQ mtg.	No	Village Gate suspended Sculpture RFQ review meeting on site with potential artists
Nov. 13, 2009	Visual Studies Workshop RFQ mtg.	No	Visual Studies Workshop new Media Sculpture RFQ review meeting on site with potential artists
Nov. 16, 2009	Steering Committee Meeting	No	Reviewed the RFQ and potential RFP's, Juries for the RFQ's, design, and schedule.
Nov 18, 2009	ARTWalk Meeting	No	Meeting with Anne Lovely, Doug Rice, Sue Steele, and Mark Johns to review sidewalk design and RFP's
Nov. 19, 2009	RMSC	No	Meeting with RMSC (Kate Bennett, Deb Jacobson, John Carver, Joe Graves), Paul Way, Sue Steele, and Tom L. to review design development and RMCS contribution.
Nov. 23, 2009	RMSC	No	Meeting with RMSC (Kate Bennett, Deb Jacobson, John Carver, Joe Graves), Paul Way, Sue Steele, and Tom L. to review design development.
Nov. 30, 2009	JURY: Light Sculpture	No	Jury Session for Village Gate Suspended Light Sculpture, three finalists selected and the interview process was preferred over proposals from the Artists.
Dec. 1, 2009	City Traffic Control board	No	Tom L. presented pavement width changes to Traffic control board
Dec. 1, 2009	RMSC	No	Meeting with RMSC (Kate Bennett, Deb Jacobson, John Carver, Joe Graves), Paul Way, Sue Steele, and Tom L. to review design development.
Dec. 1, 2009	RMSC	No	Meeting with RMSC (Kate Bennett, Deb Jacobson, Joe Graves), Sue Steele, Tom Lichtenthal, and William Cochran to review design development and Artist selection opportunities.
Dec 2, 2009	NOTA Stakeholder Meeting and Public Meeting	No	Open house format meeting to review the 50% design for the project. Attendees were asked to comment on design progress.
Dec. 3, 2009	JURY: New Media Sculpture at VSW	No	Jury Session for Visual Studies Workshop New Media Sculpture, three finalists selected and the interview process was preferred over proposals

University Avenue Improvements and ARTWalk 2 Enhancements Project  
*Summary of Project Meetings held to date, as of March 24, 2011*  
City Project #08101 PIN 4754.18

			from the Artists.
Dec. 4, 2009	Design Team Meeting	No	Reviewed progress and needs to date, schedule, and upcoming deadlines.
Dec. 4, 2009	BookSmart Meeting	No	Meeting with Eric Kunsman at BookSmart Studio (Anne Lovely, Doug Rice, and Tom Lichtenthal attended). Discussed the revolving art display design and BookSmart Studio participation in the project.
Dec. 15, 2009	Landmark Society Meeting	No	This meeting was held to update the Landmark Society on the revisions to the University Avenue Roadway Improvement project since the last SHPO submission which was in May, 2008. Nine (9) -11"x17" graphics of presentation boards were provided to those in attendance depicting the current plans for the five (5) focus areas (University Ave / Prince Street intersection, Memorial Art Gallery Plaza, Tower Apartment Plaza, Goodman Street from University Ave to The Village Gate, and the RMSC), sidewalk concepts, overall plan of the project, and Art Call schedule. Attendees: Joanne Arany, Paul Way, Katie Comeau, Tom Lichtenthal, Mark Johns, Chris Caraccilo
Dec. 16, 2009	Meeting with Hung Family, property owner on N Goodman S Section	No	Reviewed the design for the 'circle' sidewalk and its Feng Shui properties and design features. Attendees: Tom Lichtenthal, Mr and Mrs Hung
Dec. 16, 2009	BookSmart Meeting	No	Meeting with Eric Kunsman at BookSmart Studio (Anne Lovely, Doug Rice, and Paul Way, and Sue Steele attended). Discussed the revolving art display design and details and BookSmart Studio participation in the project.
Dec. 17, 2009	Village Gate Light Sculpture Artist Interview	No	Marianne Kroon, William and Teresa Cochran, Mark Johns, and Jury interviewed the finalists for the commission.
Dec. 17, 2009	RMSC Interview with Artists	No	SWC and RMSC interviewed finalists for the sculpture to be commissioned by the RMSC
Dec. 18, 2009	VSW New Media Sculpture Artist Interview	No	Marianne Kroon, William and Teresa Cochran, Sue Steele, and Jury interviewed the finalists for the commission.
Dec. 18, 2009	Village Gate Light Sculpture Artist Interviews	No	Marianne Kroon, William and Teresa Cochran, Mark Johns, and Jury interviewed the remaining finalists for the commission.

University Avenue Improvements and ARTWalk 2 Enhancements Project  
*Summary of Project Meetings held to date, as of March 24, 2011*  
City Project #08101 PIN 4754.18

Jan 4, 2010	Site visit with Artist, Cliff Garten	No	AW, SWC, and Bergmann met with the Suspended Light Sculpture Finalist to review the site and phase one of ARTWalk. (Doug Rice, Anne Lovely, William Cochran, Marianne Kroon, Mark Johns)
Jan 4, 2010	Jury Meeting with Artist, Cliff Garten	No	Jury met with the Suspended Light Sculpture Finalist to review the Artists goals, ideas and ask questions. (William Cochran, Marianne Kroon, Mark Johns and Jury)
Jan 4, 2010	Bergmann Meeting with Artist, Cliff Garten	No	Design Team met with Suspended Light Sculpture Finalist to review the Artists goals, ideas and ask questions. (Doug Rice, Anne Lovely, William Cochran, Marianne Kroon, Mark Johns, Sue Steele and Tom Lichtenthal)
Jan 4, 2010	Public Meeting with Artist, Cliff Garten	No	Public meeting to review the Artists goals, ideas and ask questions. (Anne Lovely, Doug Rice, William Cochran, Marianne Kroon, Mark Johns, Sue Steele, and Paul Way)
Jan 5, 2010	Site visit with Artist, Living Lenses	No	AW, SWC, and Bergmann met with the Finalist to review the site and phase one of ARTWalk. (Doug Rice, Anne Lovely, William Cochran, Marianne Kroon, Sue Steele)
Jan 5, 2010	Bergmann meeting with Artist, Living Lenses	No	Design Team met with RMSC Sculpture Finalist to review the Artists goals, ideas and ask questions. (Doug Rice, Anne Lovely, William Cochran, Marianne Kroon, Sue Steele and Tom Lichtenthal)
Jan 5, 2010	RMSC meeting with Artist, Living Lenses	No	RMSC Board met with the Suspended Light Sculpture Finalist to review the Artists goals, ideas and ask questions. (William Cochran and RMSC )
Jan 6, 2010	Jury Meeting with Artist, Adam Frank	No	Jury met with the Suspended Light Sculpture Finalist to review the Artists goals, ideas and ask questions. (William Cochran, Marianne Kroon, Mark Johns and Jury)
Jan 7, 2010	Site Visit with Artist, Adam Frank	No	AW, SWC, and Bergmann met with the Finalist to review the site and phase one of ARTWalk. (Doug Rice, Anne Lovely, William Cochran, Marianne Kroon, Sue Steele)
Jan 7, 2010	Bergmann Meeting with Artist, Adam Frank	No	Design Team met with RMSC Sculpture Finalist to review the Artists goals, ideas and ask questions. (Paul Way, Doug Rice, Anne Lovely, William Cochran, Marianne Kroon, Mark Johns, Sue Steele and Tom Lichtenthal)
Jan 21, 2010	ADP Budget Meeting	No	Design Team met to discuss opportunities to reduce the budget. Attendees: Paul Way, Tom Lichtenthal, Mark Johns, Sue Steele, Anne Lovely, Doug Rice, William Cochran (via phone), Mark Bayer, and Andy Gallina.



University Avenue Improvements and ARTWalk 2 Enhancements Project  
*Summary of Project Meetings held to date, as of March 24, 2011*  
City Project #08101 PIN 4754.18

Jan 25, 2010	BA meeting regarding Art Display Panels at Anderson Artist Building	No	Mark Johns, Adam Goldfedder, Eric Kunsman, and Paul Way met to review the final plan for the art display panels and to discuss ownership and maintenance for the right of way agreements.
Jan 28, 2010	BA meeting with Mark Bayer	NO	Mark Johns and Sue Steele met with Mark Bayer and Charles Ramsey to discuss the design of the MAG frontage and ways to reduce costs.
Feb 10, 2010	Jury meeting with Cliff Garten	Yes	The Village Gate Jury met at to review the concept design for Cliff Garten's elevated light sculpture. (SWC, Mark Johns, and Doug Rice in attendance)
Feb 12, 2010	Individual and Group Design team meetings	NO	Meeting held with AW and BA prior to design team meeting, meeting held with SWC and BA following the meeting.
Feb 19, 2010	Meeting with City	No	Meeting held with BA and Paul Way to review schedule, budget, design, and proprietary specifications.
March 17, 2010	Meeting with Mayor	No	Mayor called meeting to discuss the project and current concerns with AW. Mayor would like the project team to come to a compromise and move forward to complete a successful project. Mark Johns, Mark McAnany, Brian Dougherty, Sue Steele, William Cochran, Teresa Cochran, Paul Way, Jim McIntoch, Paul Houlihan, Mayor Duffy
March 19, 2010	Meeting with AW, BA and City	No	Sue Steele, Brian Dougherty, Jim McIntosh, Paul Houlihan, Rick Hanon, Doug Rice, Anne Lovely, Thomas Warfield, and Jim Turner met to discuss AW's concerns with the project and their role as a subconsultant to the design team. Minutes/agreement items to be prepared by the city for review.
March 22, 2010	BA and AW design review meeting	No	Sue Steele, Mark Johns, Doug Rice, and Anne Lovely met to review the 100% design drawings with AW prior to their Board Meeting
May 3, 2010	BA, AW, City – Resolution Meeting	No	Attendees: Sue Steele, Mark Johns, Brian Dougherty, Paul Way, Jim McIntosh, Paul Houlihan, Elaine Spaul, Matt (?), Andrea Gazette, Rick Hannon, Doug Rice, Anne Lovely, Bill Schwappacher, Moira Lemperle, Thomas Warfield, Pattie Giordano Meeting called by Elaine Spaul as requested by AW. Meeting was held to discuss issues concerns that AW has with the current project design and discuss opportunities for compromise. The group discussed the sidewalk design, schedule, and meetings needed with stakeholders to move forward.
May 4, 2010	BA and City	No	Attendees: Brian Dougherty, Mark McAnany, Sue Steele, Jim McIntosh,

University Avenue Improvements and ARTWalk 2 Enhancements Project  
*Summary of Project Meetings held to date, as of March 24, 2011*  
City Project #08101 PIN 4754.18

			Paul Way,
May 3 2010	BA, and AWOR	NO	The purpose of this meeting was to discuss the content of the request for additional monies for ARTWalk to be able to conduct the remaining work effort related to artist calls, jury selection, jury management, follow through on the art being accomplished and other topics related to these tasks. Several other topics were discussed that clarified invoice payments, timing of same and work scope remaining.
May 14 2010	BA AROR	NO	Ann Lovely, Vince Press, Mark Johns - A meeting was held to update Anne and ARTWalk of Rochester on the public participation components of Poets Walk, Story Walk, Faces of Rochester and NOTA Cache – four venues being utilized to garner public involvement and relevant artistic content contribution to the ARTWalk Extension Project. The intent of the meeting was to clarify, if necessary, what the four components were, and to offer ARTWalk of Rochester the opportunity to participate in any or all of them.
Sept 2010	BA and City	NO	Paul Way, Rick Bennett, Mark Johns, Met to review the estimate and sidewalk costs. Design was revised to remove granite edging from sidewalk design . Te prevent differential settlement, Paul would like the sidewalk to be a monolithic pour. The sidewalk was revised to be colored concrete (grey) with sandblasted finish in the main 6' sidewalk and imprinted 1' border on each side. Alternates were discussed, and determined, an email was sent by Steele following the meeting outlining the decisions reached at the meeting.
Sept 2010	BA and City	NO	Paul Way, Rick Bennett, Mark Johns, Sue Steele (via phone) Met to review the estimate, Paul would like clarification on where and why there were increases in costs in specific focus areas. Rick to report back to Paul following the meeting.
Sept 17 2010	BA and AWOR	NO	Mark Johns, sue Steele, Doug Rice, Anne Lovely Met to review the status of AW led calls. Action items emailed following meeting by Steele

# University Avenue Improvements and ARTWalk 2 Enhancements Project

*Summary of Project Meetings held to date, as of March 24, 2011*

City Project #08101 PIN 4754.18

October 13 2010  There are no meeting minutes for this meeting	BA, SWC, AWOR, CITY, MAG, WAB, UofR		Grant Holcomb (MAG), Andy Gallina (MAG), Paul Way (COR), Sue Steele (BA), Marianne Kroon (SWC), Teresa Cochran (SWC), William Cochran (SWC), Anne Lovely (AWOR), Joe Flaherty (WAB), and Allen Topolski (UofR). Met to review the plan for the Adam Frank Sculpture. City wants to pursue a second attempt at locating on VSW property and submittal to SHPO, Plan B would be to relocate to MAG Prince St Corner. Minutes prepared by SWC and BA.
Oct. 21, 2010			ARTWalk Termination Letter
Dec 28, 2010	City, BA	NO	Paul Way, Mark Johns, Sue stee – Met to review art calls for mosaic light poles and the opportunity for young audiences to partner with the city on the call. Young audiences to provide proposal for city to review.
Feb 1, 2011	City, BA		Paul H, Paul W, Jim M, Rick Bennet, Sue Steele – met to review BA rebid recommendations and discuss plan of action and schedule for rebidding the project. Minutes emailed 2/2/11